

Message

From: Yap-deffler, Yazmine [Yap-Deffler.Yazmine@epa.gov]
Sent: 6/6/2018 4:57:03 PM
To: Melvin, Karen [Melvin.Karen@epa.gov]
CC: Dietz, Linda [Dietz.Linda@epa.gov]
Subject: RE: INFO: RA briefing format pilot (and examples)

FYI. Here's the Priority Code cheat sheet that I got from LaRonda when I was writing the Bishop Tube paper.

Priority Levels:

Priority 1: Immediate attention required (eg. gas explosion, public health threat);

Priority 2: "48-hour" response (eg. Minden)

Priority 3: Ongoing attention advised (eg. PFOS or lead issue; APD SIP issue)

Priority 4: Normal operations (eg. BF event, check signing; VIP meeting). Priority 4 briefings will often relate to events being attended by the RA. Use the pre-existing event briefing format, which goes into more detail related to logistics, for Priority 4 issues.

EPA Goal Supported (listed on page 1 of EPA Strategic Plan), such as:

EPA Goal Supported: Improve air quality

EPA Goal Supported: Cooperative federalism

EPA Goal Supported: Provide for clean and safe water

EPA Goal Supported: Ensure safety of chemicals in marketplace, etc.

Thanks,
Yaz

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From: Melvin, Karen
Sent: Wednesday, June 06, 2018 12:48 PM
To: R3 HSCD <R3_HSCD@epa.gov>
Subject: INFO: RA briefing format pilot (and examples)

BLUF: RA briefing format and examples for hot issues attached.

HSCD is piloting a new format for RA Hot Issue Papers and Briefing Papers. Lena has been working with the front office to develop a template and some of your colleagues have already utilized it. Attached is the template to use for both, as well as examples, for your use, should you be asked to develop a Hot Issue Paper or briefing information. If you have any questions, please reach out to Lena Kim. Thanks.

**KAREN MELVIN, DIRECTOR
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